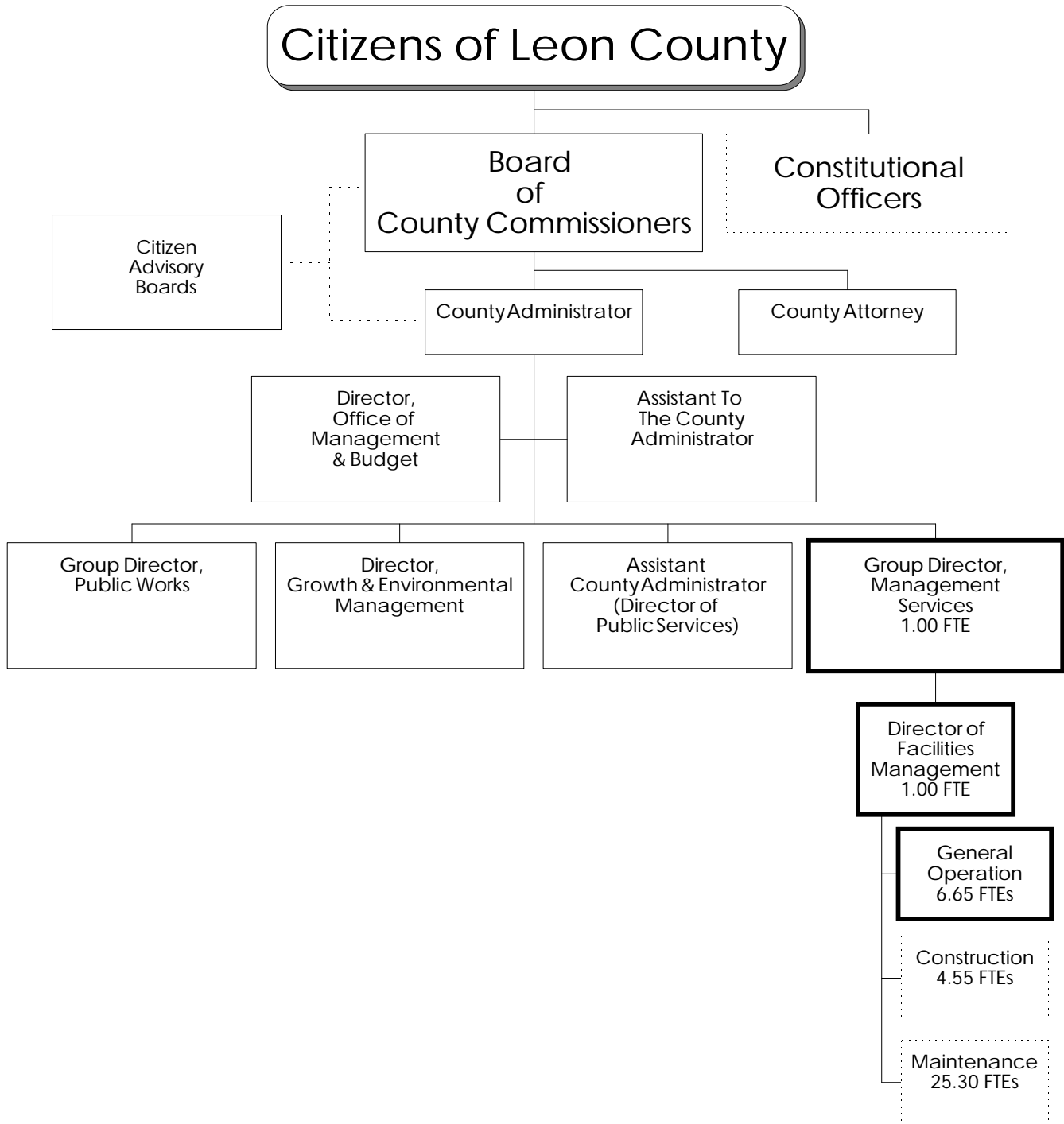


FACILITIES MANAGEMENT

General Operations



FACILITIES MANAGEMENT

GENERAL OPERATIONS

The mission of the Facilities Management Department is to serve the citizens of Leon County and occupants of County facilities; through the provision of professional maintenance, construction and operating services; in order to provide clean, safe and fully-functional County facilities.

PROGRAM HIGHLIGHTS

1. Management of the County's new parking lot and additional employee parking located on Gadsden Street and Pensacola Street
2. Management of major structural repairs to the courthouse parking garage.
3. Management of the recently acquired Bank of America office building and all related repairs and renovations in preparation for County use.

ADVISORY BOARD

Bradfordville, Ft. Braden, Chaires, and Miccosukee Community Centers; Volunteer Fire Departments; American With Disabilities Act Focus Groups; Courthouse Security and Space Committee.

SUMMARY OF KEY STATUTORY RESPONSIBILITIES

Facilities Management is not statutorily mandated. However, areas that might be considered mandatory because of public health, welfare, and life safety issues are: planning and design of buildings and building modifications; construction management; maintenance of fire suppression systems; management of mail; exterminating; and maintenance of buildings for health and welfare (restrooms, temperature control, security, lighting, clean air, ADA requirements, and evacuation).

SUMMARY OF KEY SERVICE FUNCTIONS

1. Real Estate Management.
2. Manage building expenditures.
3. Administer parking in Courthouse, library, and DIA garage.
4. Coordinate custodial services to all County facilities.
5. Coordinate records retention/destruction requests.
6. Coordinate Courthouse security.
7. Provide interoffice mail delivery for County offices.
8. Process utility accounts for County facilities.

PERFORMANCE MEASUREMENTS

	FY 00/01	FY 01/02	FY 02/03	FY 03/04
	Actual	Actual	Estimate	Target
1) Goal of 100% percent time that 100% operating reliability achieved.	N/A	N/A	90%	100%
2) Goal of 100% percent work order records maintained.	N/A	N/A	95%	100%
3) Goal of 100% percent parking spaces assigned/leased.	N/A	N/A	98%	100%
4) Goal of 100% percent contracts/lease conditions met.	N/A	N/A	90%	100%
5) Goal of 100% percent Courthouse mail delivered.	N/A	N/A	95%	100%
6) Goal of 100% percent purchases according to policy.	N/A	N/A	98%	100%
7) Goal of 100% percent clerical support on assigned projects.	N/A	N/A	95%	100%
8) Goal of +/- 2% total operating budgets expended.	N/A	N/A	2%	+/-2%

FACILITIES MANAGEMENT- GENERAL OPERATIONS

ACCOUNT NUMBER: 001-150-519

FY2003/2004 THRU FY 2007/2008 FINANCIAL & STAFFING SUMMARY

	FY 01/02 Actual	FY 02/03 Adopted	FY 03/04 Budget	FY 04/05 Planned	FY 05/06 Planned	FY 06/07 Planned	FY 07/08 Planned
OPERATING							
Personnel	\$178,975	\$175,498	\$218,278	\$230,864	\$240,770	\$251,271	\$262,415
Operating	856,047	1,361,238	1,479,905	1,495,556	1,496,844	1,498,180	1,499,575
Capital Outlay							
Grants & Aid							
TOTAL	\$1,035,022	\$1,536,736	\$1,698,183	\$1,726,420	\$1,737,614	\$1,749,451	\$1,761,990
STAFFING							
Full Time	6.00	6.00	6.75	6.75	6.75	6.75	6.75
O.P.S.							

FY 2003/2004 PROGRAM CHANGES & NOTES:

This program is recommended at an increased funding level. These recommendations are:

1. Routine salary and wage adjustments
2. As approved by the Board at the June 10, 2003 workshop, funding is provided as a result of the FY 2003/2004 Classification and Pay Plan Study in the amount of \$974.
3. The FY 2004 operating budget is greater than the FY 2003 adopted budget due to an anticipated \$118,201 in increased utility expenses.
4. New Facilities Planner position. This position is being split funded between General Operations (001-150)(.75) and Construction (001-151)(.25). \$30,410.

FY 2004/2005 THRU FY2007/2008 PLANNED INITIATIVES & NOTES:

There are no program changes requested in the outyears with the exception of anticipated routine salary and wage adjustments.

FACILITIES MANAGEMENT - GENERAL OPERATIONS

ACCOUNT NUMBER: 001-150-519

PROGRAM EXPENDITURE DETAIL

Object		FY 01/02	FY 02/03	FY 03/04 Requested			FY 03/04 Budget		
<u>Code</u>	<u>Account Description</u>	<u>Actual</u>	<u>Adopted</u>	<u>NIJ</u>	<u>Change</u>	<u>Total</u>	<u>NIJ</u>	<u>Change</u>	<u>ARB</u>
51200	Salaries & Wages	\$127,560	\$121,126	\$129,093	\$21,682	\$150,775	\$129,093	\$21,682	\$150,775
51400	Overtime	720	2,000	2,000		2,000	2,000		2,000
52100	FICA Taxes	9,519	9,265	9,787	1,658	11,445	9,787	1,658	11,445
52200	Retirement	9,025	7,424	8,926	1,813	10,739	8,926	1,813	10,739
52300	L & H Insurance	26,589	30,445	32,540	6,159	38,699	32,540	6,159	38,699
52400	Worker's Comp.	5,562	5,238	4,548	72	4,620	4,548	72	4,620
TOTAL PERSONAL SERVICES		\$178,975	\$175,498	\$186,894	\$31,384	\$218,278	\$186,894	\$31,384	\$218,278
53400	Other Contract Svcs.	203,543	224,648	226,960		226,960	226,960		226,960
54100	Communication	180	1,026	1,026		1,026	1,026		1,026
54200	Postage	436	905	905		905	905		905
54300	Utility Services	604,715	980,964	1,099,165		1,099,165	1,099,165		1,099,165
54400	Rentals & Leases	31,280	127,660	120,814		120,814	120,814		120,814
54500	Insurance	468	468	468		468	468		468
54600	Repair & Maint.	10,215	17,696	17,696		17,696	17,696		17,696
54601	Vehicle Repair & Mtc.	124	866	866		866	866		866
54700	Printing & Binding	697	750	750		750	750		750
55100	Office Supplies	222	295	295		295	295		295
55200	Operating Supplies	3,603	5,200	10,200		10,200	10,200		10,200
55210	Fuel & Oil	564	760	760		760	760		760
TOTAL OPERATING EXPENSES		\$856,047	\$1,361,238	\$1,479,905		\$1,479,905	\$1,479,905		\$1,479,905
56400	Mach. & Equip.								
TOTAL CAPITAL OUTLAY									
PROGRAM TOTAL		\$1,035,022	\$1,536,736	\$1,666,799	\$31,384	\$1,698,183	\$1,666,799	\$31,384	\$1,698,183

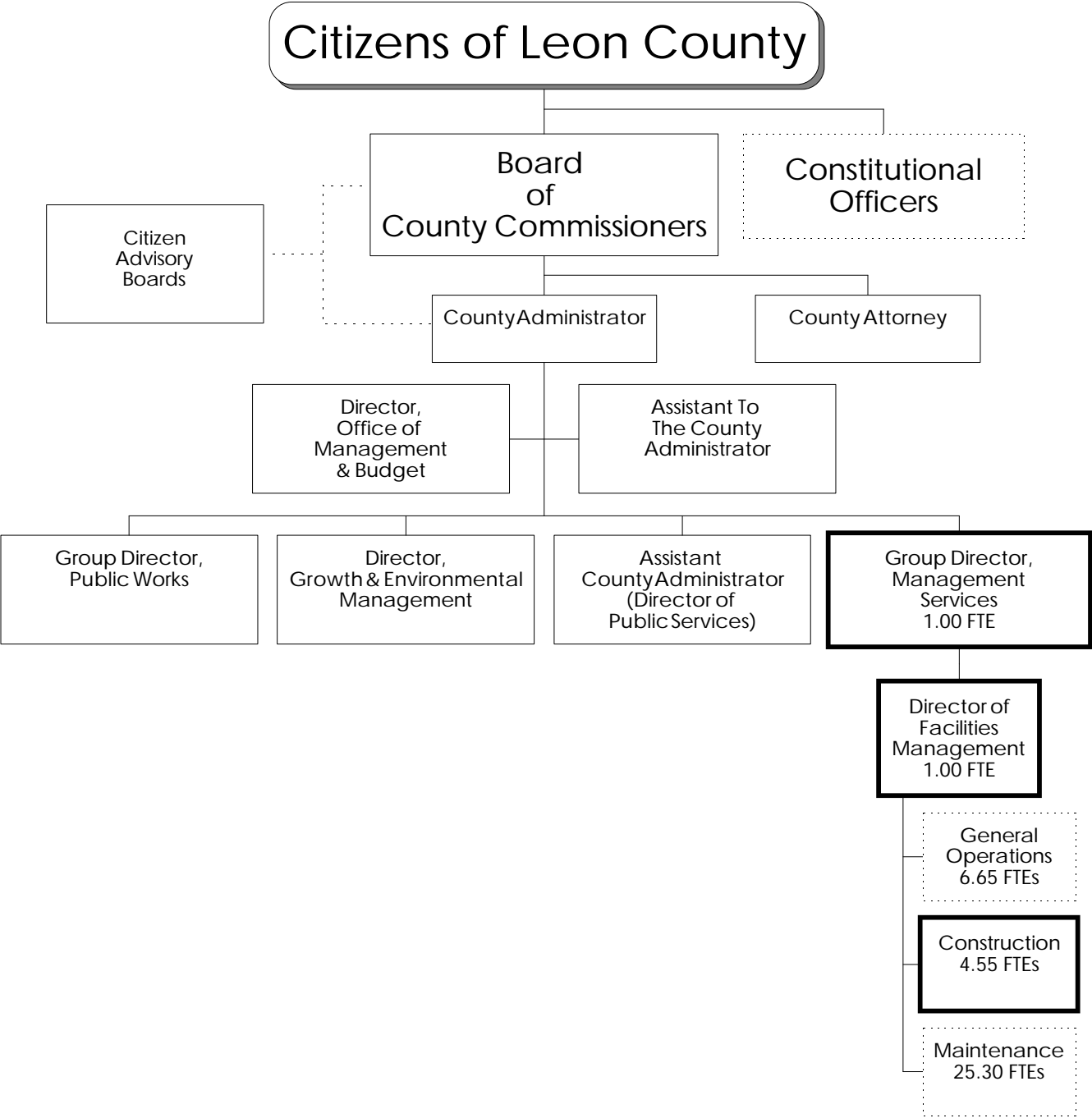
PROGRAM STAFFING DETAIL

Administrative Associate II	0.10	0.10	0.10		0.10	0.10		0.10
Administrative Associate III	0.10	0.10	0.10		0.10	0.10		0.10
Administrative Associate IV	0.10	0.10	0.10		0.10	0.10		0.10
Administrative Supervisor	0.10	0.10	0.10		0.10	0.10		0.10
Director Facilities Management	0.10	0.10	0.10		0.10	0.10		0.10
Mail Clerk II	1.00	1.00	1.00		1.00	1.00		1.00
Facilities Planner				0.75	0.75		0.75	0.75
Parking Garage Supervisor	1.00	1.00	1.00		1.00	1.00		1.00
*Parking Generalist	3.50	3.50	3.50		3.50	3.50		3.50
Total	6.00	6.00	6.00	0.75	6.75	6.00	0.75	6.75

* Salary of one Parking Generalist adjusted due to HR Pay Plan Study

FACILITIES MANAGEMENT

Construction



FACILITIES MANAGEMENT CONSTRUCTION

The mission of the Facilities Management Department is to serve the citizens of Leon County and occupants of County facilities; through the provision of professional maintenance, construction, and operating service; in order to provide clean, safe and fully-functional County facilities.

PROGRAM HIGHLIGHTS

1. Management of courthouse renovations for Judicial programs.
2. Management of major construction projects including: Ft. Braden Branch Library, Fleet Management Bldg, Dental Clinic & Bruce Host House
3. Facilitation of an ADA assessment and related renovations to Leon County properties.
4. Facilitation of additional construction as required by the County's transition into ownership of the Bank of America Building.
5. Public Works Truck Sheds

ADVISORY BOARD

Bradfordville, Ft. Braden, Chaires, Miccosukee Community Centers; Volunteer Fire Departments; ADA Focus Groups, Security Committee; Space Committee.

SUMMARY OF KEY STATUTORY RESPONSIBILITIES

The Florida Building Codes, environmental regulations, elevator codes, licensing and occupational licensing requirements all have a significant effect on the development, planning, and construction of projects in Leon County. These codes are as follows: Building Inspection - Florida Statute, Chapter 553.73 & Leon County Code, Chapter 16 *Code Enforcement Board - Florida Statute, Chapter 162 & Leon County Code, Chapter 7 *Contractor Licensing Board - Florida Statute, Chapter 489 & Leon County Code, Chapter 6, Act VII *Zoning Code Enforcement Board - Florida Statute, Chapter 163 & Leon County Code, Appendix E *Environment Review and Enforcement; Site Plan Review Ordinance - Department Environmental Review, Chapter 16-61 *Life Safety - Local Fire Marshall and Building Code Requirements *Elevator Safety - State of Florida Elevators Inspector and Code, Chapter 471 - FS and Chapter 481 - FS.

SUMMARY OF KEY SERVICE FUNCTIONS

1. Review and coordinate the plans and specifications of a project for compliance with all laws that regulate construction.
2. Review and inspect actual construction activities for compliance with the contract documents.
3. Monitor and approve all changes in the scope of work.
4. Monitor and approve all monthly pay requests.
5. Monitor the construction time schedule so that the project is on schedule.

PERFORMANCE MEASUREMENTS

	FY 00/01	FY 01/02	FY 02/03	FY 03/04
	Actual	Actual	Estimate	Target
1) Goal of 100% percent time that 100% design reliability achieved.	N/A	N/A	80%	100%
2) Goal of 100% time that 100% construction reliability achieved.	N/A	N/A	25%	100%
3) Goal of 100% percent CIP project documentation maintained.	N/A	N/A	100%	100%
4) Goal of >95% percent CIP projects delivered on-time	N/A	N/A	25%	95%
5) Goal of >70% percent Construction Manager time observing field projects.	N/A	N/A	80%	80%
6) Goal of ≤2% percent change orders by contractors	N/A	N/A	6%	2%
7) Goal of +/- 2% total CIP budget expended	N/A	N/A	6%	2%

FACILITIES MANAGEMENT - CONSTRUCTION

ACCOUNT NUMBER: 001-151-519

FY 2003/2004 THRU FY 2007/2008 FINANCIAL & STAFFING SUMMARY

	FY 01/02 Actual	FY 02/03 Adopted	FY 03/04 Budget	FY 04/05 Planned	FY 05/06 Planned	FY 06/07 Planned	FY 07/08 Planned
OPERATING							
Personnel	\$176,158	\$196,054	\$80,536	\$298,527	\$310,529	\$323,196	\$336,578
Operating	9,333	33,462	33,462	33,462	33,462	33,462	33,462
Capital Outlay							
Grants & Aid							
TOTAL	\$185,491	\$229,516	\$113,998	\$331,989	\$343,991	\$356,658	\$370,040
STAFFING							
Full Time	4.00	4.00	4.75	4.75	4.75	4.75	4.75
O.P.S.							

FY 2003/2004 PROGRAM CHANGES & NOTES:

This program is recommended at an overall decreased funding level. These recommendations are:

1. The FY 2004 Personnel Services NIT Budget is less than the FY 2003 adopted Budget despite significant increases in healthcare costs, increased retirement costs, and routine salary and wage adjustments because of the anticipated capitalized cost (\$201,216) of employee time spent managing Facility related capital projects. The FY 2004 recommended Personal Services budget also includes additional dollars due to the addition of a new position (.25 FTE) (150-0001).
2. Addition of Facilities Planner position. This position is being split funded between General Operations (001-150)(.75) and Construction (001-151)(.25). The portion of the position funded in Construction (001-151) will be capitalized to recapture allocated time spent on the management of Facility related capital projects. \$10,137

FY 2003/2004 THRU FY 2007/2008 PLANNED INITIATIVES & NOTES:

There are no program changes requested in the outyears with the exception of anticipated routine salary and wage adjustments.

FACILITIES MANAGEMENT - CONSTRUCTION

ACCOUNT NUMBER: 001-151-519

PROGRAM EXPENDITURE DETAIL

Object		FY 01/02	FY 02/03	FY 03/04 Requested			FY 03/04 Budget		
Code	Account Description	Actual	Adopted	NIJ	Change	Total	NIJ	Change	ARB
51200	Salaries & Wages	\$125,839	\$137,904	\$193,012	\$6,947	\$199,959	\$193,012	\$6,947	\$199,959
51400	Overtime	898							
52100	FICA Taxes	9,567	10,551	14,588	532	15,120	14,588	532	15,120
52200	Retirement	9,782	8,835	17,328	584	17,912	17,328	584	17,912
52300	L & H Insurance	22,288	29,923	37,512	2,051	39,563	37,512	2,051	39,563
52400	Worker's Comp.	7,784	8,841	9,175	23	9,198	9,175	23	9,198
52700	CIP Chargeback			(201,216)		(201,216)	(201,216)		(201,216)
TOTAL PERSONAL SERVICES		\$176,158	\$196,054	\$70,399	\$10,137	\$80,536	\$70,399	\$10,137	\$80,536
53400	Other Contract Svcs.	743	741	741		741	741		741
53500	Investigations								
53600	Pension Benfits								
54000	Travel & Per Diem	42							
54100	Communication	532	1,440	1,440		1,440	1,440		1,440
54200	Postage								
54300	Utility Services								
54400	Rentals & Leases								
54500	Insurance		1,404	1,404		1,404	1,404		1,404
54600	Repair & Maint.								
54601	Vehicle Repair & Mtc.	1,911	1,503	1,820		1,820	1,820		1,820
54700	Printing & Binding								
54800	Promotional Activities								
54900	Other Current Chg.								
55100	Office Supplies	448	10,490	10,490		10,490	10,490		10,490
55200	Operating Supplies	2,395	3,394	2,230		2,230	2,230		2,230
55210	Fuel & Oil	2,177	3,171	3,823		3,823	3,823		3,823
55300	Road Mat. & Supls.								
55400	Bks, Pubs, & Memb.	684	969	1,164		1,164	1,164		1,164
55401	Training	401	10,350	10,350		10,350	10,350		10,350
TOTAL OPERATING EXPENSES		\$9,333	\$33,462	\$33,462		\$33,462	\$33,462		\$33,462
PROGRAM TOTAL		\$185,491	\$229,516	\$103,861	\$10,137	\$113,998	\$103,861	\$10,137	\$113,998

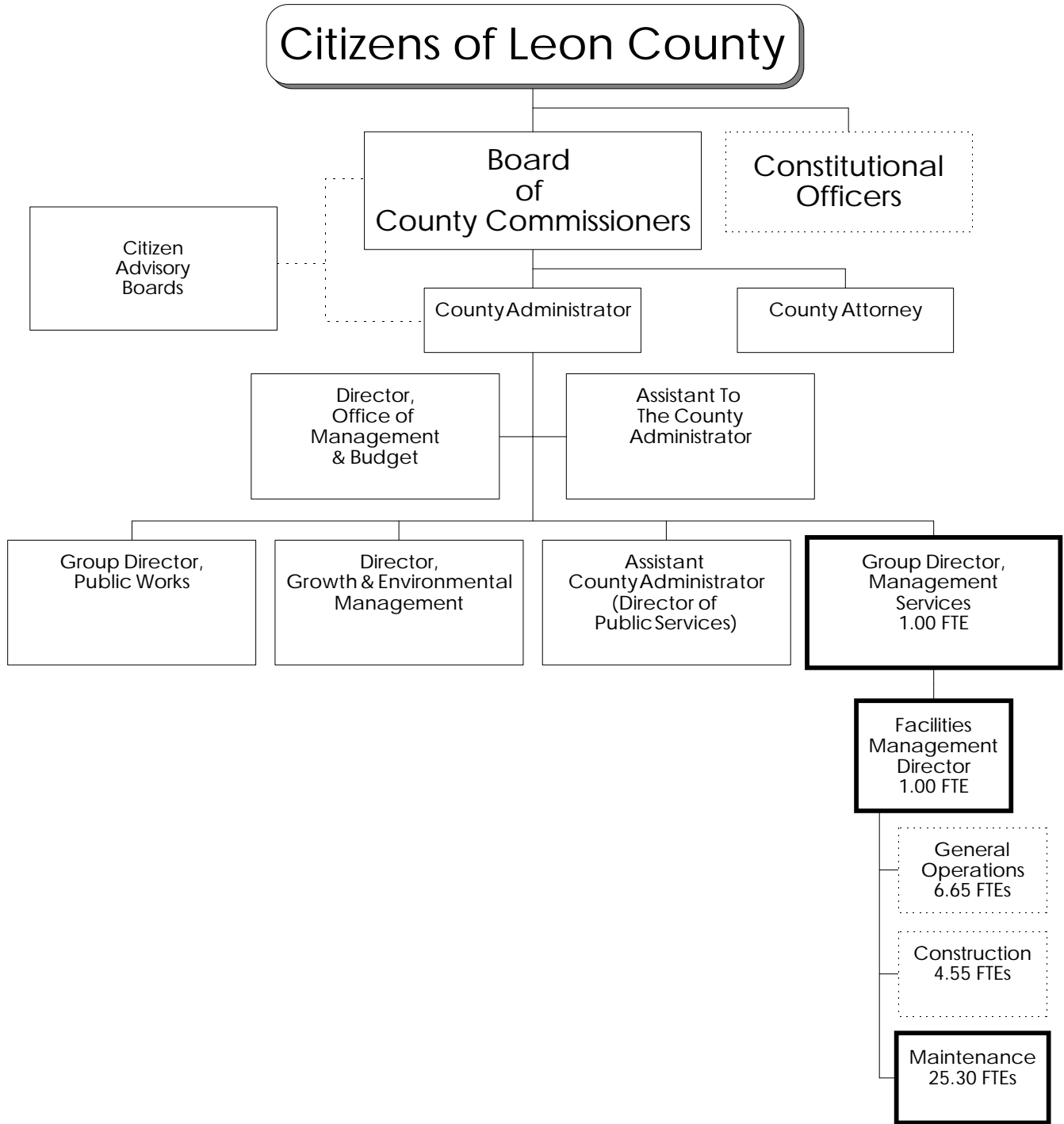
PROGRAM STAFFING DETAIL

Facilities Planner				0.25	0.25		0.25	0.25
*Administrative Supervisor				0.10	0.10		0.10	0.10
*Director Facilities Management				0.20	0.20		0.20	0.20
Construction Manager	1.00	1.00	1.00		1.00	1.00		1.00
*Facilities Support Supertdnt.	1.00	1.00	1.00	0.20	1.20	1.00	0.20	1.20
Facilities Support Technician II	1.00	1.00	1.00		1.00	1.00		1.00
Facilities Support Technician III	1.00	1.00	1.00		1.00	1.00		1.00
Total	4.00	4.00	4.00	0.75	4.75	4.00	0.75	4.75

* These positions are new to this program as a result of redistribution of existing Facilities Management personnel.

FACILITIES MANAGEMENT

Maintenance



FACILITIES MANAGEMENT MAINTENANCE

The mission of the Facilities Management Department is to serve the citizens of Leon County and occupants of County facilities through the provision of professional maintenance, construction and operating services in order to provide clean, safe and fully-functional County facilities.

PROGRAM HIGHLIGHTS

1. Preventative maintenance rate has increased significantly (+40%).
2. Repair cost deficits have subsided.
3. Work orders for maintenance have been fulfilled at a consistently more efficient rate.
4. The condition of the County's property inventory has improved, and continues to increase.
5. Manage continued maintenance and repairs of courthouse parking garage.
6. Perform maintenance on the newly acquired Bank of America office building as needed.

ADVISORY BOARD

Bradfordville, Ft. Braden, Chaires, Miccosukee Community Centers; Volunteer Fire Departments; ADA Focus Groups, Security Committee; Space Committee.

SUMMARY OF KEY STATUTORY RESPONSIBILITIES

Facilities Management is not statutorily mandated. However, areas that might be considered mandatory because of public health, welfare, and life safety issues are: Planning and design of buildings and building modifications; construction management; Florida building code; FS Chapters 471 & 481, maintenance of fire suppression systems; management of mail; exterminating; and maintenance of buildings for health and welfare (restrooms, temperature control, security, lighting, clean air, ADA requirements, and evacuation).

SUMMARY OF KEY SERVICE FUNCTIONS

1. Maintain all heating and A/C systems.
2. Maintain all electrical and plumbing.
3. Maintenance and renovation of County buildings.
4. Construct minor additions to County facilities.
5. Perform routine maintenance of building structures and systems.
6. Perform preventative maintenance of mechanical and electrical equipment.
7. Extermination of County buildings for pests.
8. Maintain fire extinguisher systems and devices.
9. Maintain all backflow prevention devices.
10. Maintain all grounds of County buildings.
11. Maintain County records retention center.
12. Provide emergency custodial services.

PERFORMANCE MEASUREMENTS

	FY 00/01	FY 01/02	FY 02/03	FY 03/04
	Actual	Actual	Estimate	Target
1) Goal of 100% percent time that 100% maintenance reliability achieved.	N/A	N/A	90%	95%
2) Goal of 100% percent maintenance time covered by a work order.	N/A	N/A	80%	90%
3) Goal of 90% percent work orders in a preventive maintenance category.	N/A	N/A	70%	75%
4) Goal of 30% percent maintenance time worked in preventive maintenance.	N/A	N/A	25%	30%
5) Goal of ≤2% percent overtime logged by maintenance staff.	N/A	N/A	5%	5%
6) Goal of +/- 2% percent total maintenance budget expended.	N/A	N/A	-2%	-2%

FACILITIES MANAGEMENT - MAINTENANCE

ACCOUNT NUMBER: 001-152-519

FY 2003/2004 THRU FY 2007/2008 FINANCIAL & STAFFING SUMMARY

	FY 01/02 Actual	FY 02/03 Adopted	FY 03/04 Budget	FY 04/05 Planned	FY 05/06 Planned	FY 06/07 Planned	FY 07/08 Planned
<u>OPERATING</u>							
Personnel	\$1,091,118	\$1,097,962	\$1,192,278	\$1,265,150	\$1,320,287	\$1,378,797	\$1,440,951
Operating	1,376,324	1,673,315	1,623,663	1,623,663	1,623,663	1,623,663	1,623,663
Capital Outlay	17,062						
Grants & Aid							
TOTAL	\$2,484,504	\$2,771,277	\$2,815,941	\$2,888,813	\$2,943,950	\$3,002,460	\$3,064,614
<u>STAFFING</u>							
Full Time	25.50	25.50	26.00	26.00	26.00	26.00	26.00
O.P.S.							

FY 2003/2004 PROGRAM CHANGES & NOTES:

This program is recommended at an increased funding level. These recommendations are:

1. Routine salary and wage adjustments
2. As approved by the Board at the June 10, 2003 workshop, funding is provided as a result of the FY 03/04 Classification and Pay Plan Study. \$3,756.
3. Addition of Facilities Support Tech. II position. This program change is actually a net reduction in expenses for the County due to the corresponding \$50,000 reduction in funding for contracted labor. (-\$16,861)

Note:

The FY 2004 Operating budget is less than the FY 2003 Adopted Operating budget due to the reduction of funding for contracted labor which is directly related to the addition of a new position (152-0001).

FY 2004/2005 THRU FY 2007/2008 PLANNED INITIATIVES & NOTES:

There are no program changes requested in the outyears with the exception of anticipated routine salary and wage adjustments.

FACILITIES MANAGEMENT - MAINTENANCE

ACCOUNT NUMBER: 001-152-519

PROGRAM EXPENDITURE DETAIL

Object		FY 01/02	FY 02/03	FY 03/04 Requested			FY 03/04 Budget		
Code	Account Description	Actual	Adopted	NIT	Change	Total	NIT	Change	ARB
51200	Salaries & Wages	\$791,338	\$771,544	\$765,102	\$24,119	\$789,221	\$765,102	\$24,119	\$789,221
51400	Overtime	15,277	18,771	18,771		18,771	18,771		18,771
52100	FICA Taxes	59,640	58,885	57,916	1,845	59,761	57,916	1,845	59,761
52200	Retirement	50,058	49,658	67,311	1,989	69,300	67,311	1,989	69,300
52300	L & H Insurance	133,506	160,097	214,959	8,192	223,151	214,959	8,192	223,151
52400	Worker's Comp.	41,299	39,007	30,995	1,079	32,074	30,995	1,079	32,074
TOTAL PERSONAL SERVICES		\$1,091,118	\$1,097,962	\$1,155,054	\$37,224	\$1,192,278	\$1,155,054	\$37,224	\$1,192,278
53400	Other Contract Svcs.	566,056	610,774	691,038	(49,752)	641,286	691,038	(49,752)	641,286
54000	Travel & Per Diem	1,968	8,562	7,779		7,779	7,779		7,779
54100	Communication	9,924	13,128	13,128		13,128	13,128		13,128
54300	Utility Services	3,191							
54400	Rentals & Leases	7,956	7,984	7,984		7,984	7,984		7,984
54500	Insurance	7,344	7,344	7,344		7,344	7,344		7,344
54600	Repair & Maint.	630,236	858,330	779,319		779,319	779,319		779,319
54601	Vehicle Repair & Mtc.	8,701	10,620	10,620		10,620	10,620		10,620
54700	Printing & Binding	416	550	550		550	550		550
55100	Office Supplies	3,697	3,496	3,496		3,496	3,496		3,496
55200	Operating Supplies	108,329	113,406	113,406	100	113,506	113,406	100	113,506
55210	Fuel & Oil	16,030	25,255	24,785		24,785	24,785		24,785
55300	Road Mat. & Supls.								
55400	Bks, Pubs, & Memb.	3,459	3,501	3,501		3,501	3,501		3,501
55401	Training	9,017	10,365	10,365		10,365	10,365		10,365
TOTAL OPERATING EXPENSES		\$1,376,324	\$1,673,315	\$1,673,315	(\$49,652)	\$1,623,663	\$1,673,315	(\$49,652)	\$1,623,663
56400	G Mach. & Equip.	17,062							
TOTAL CAPITAL OUTLAY		\$17,062							
PROGRAM TOTAL		\$2,484,504	\$2,771,277	\$2,828,369	(\$12,428)	\$2,815,941	\$2,828,369	(\$12,428)	\$2,815,941

PROGRAM STAFFING DETAIL

* These positions were reduced as a result of the redistribution of existing personnel.

** Salaries adjusted as of October 1, 2003 due to HR Pay Plan Study.

Administrative Associate II	0.90	0.90	0.90		0.90	0.90		0.90
Administrative Associate III	0.90	0.90	0.90		0.90	0.90		0.90
Administrative Associate IV	0.90	0.90	0.90		0.90	0.90		0.90
*Administrative Supervisor	0.90	0.90	0.90	(0.10)	0.80	0.90	(0.10)	0.80
Construction Manager								
Customer Service Technician	1.00	1.00	1.00		1.00	1.00		1.00
*Director Facilities Management	0.90	0.90	0.90	(0.20)	0.70	0.90	(0.20)	0.70
Facilities Support Supervisor	1.00	1.00	1.00		1.00	1.00		1.00
*Facilities Support Suprtnmnt.	2.00	2.00	2.00	(0.20)	1.80	2.00	(0.20)	1.80
Facilities Support Technician I	1.00	1.00	1.00		1.00	1.00		1.00
**Facilities Support Technician II	14.00	14.00	14.00	1.00	15.00	14.00	1.00	15.00
Facilities Support Technician III	2.00	2.00	2.00		2.00	2.00		2.00
Total	25.50	25.50	25.50	0.50	26.00	25.50	0.50	26.00